
Grant Accountant

Administrative Services Division

Job Announcement Code: 16-01201

[Printable Job Announcement](#)

Deadline

May 2, 2016

Salary Information

Starting salary is between \$54,683 and \$90,209 per year depending on qualifications, plus excellent benefits. This classification is in pay schedule-range 07-02. A six-month probationary period is required.

Introduction

Are you looking for a new challenge? Do you have skills in government accounting? Would you like to play a role in furthering the development of Wisconsin's workforce? Read on!

The Department of Workforce Development is recruiting a new Grant Accountant in its downtown Madison location. This position is located in close proximity to a variety of food, music and merchandise venues. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>.

DWD offers an exciting place to work with an excellent benefits package (see <http://etf.wi.gov/careers/benefits.htm>), a casual office environment, flexibility, a variety of work schedules, and many opportunities to develop and grow your skills.

If you have student loans and work full time in a public service job (such as with the State of Wisconsin) you may be eligible for the Public Service Loan Forgiveness Program. For information about this program, please go to <https://studentaid.ed.gov/repay-loans/forgiveness-cancellation/public-service>.

Job Duties

As the Grant Accountant, you will develop, implement, monitor and update financial reporting systems and cost allocation accounting subsystems to ensure full compliance with Federal regulations; prepare Federal financial reports for the multiple volatile and complex programs; analyze and reconcile revenue and expenditures from several accounting systems, with numerous appropriations in hundreds of projects across the Department. You will develop quarterly Federal reports applying a complex and ever-evolving Federally approved cost allocation plan to the various cost pools; provide technical consultation to others in areas such as funding of programs, audit problems, contract language, development of new reporting/accounting systems, cost allocation development, and review of fiscal transactions. You will also be responsible for developing projections for use by Federal agencies and the Department in budgeting and funds management; interpreting complex State and Federal rules and regulations; developing policies and procedures; participate in management conferences regarding fiscal

operations, policies, budgets and accounting records to facilitate the functioning of programs within Federal and State Guidelines.

Required Knowledge, Skills and Abilities

Knowledge of: professional accounting theories and principles; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); governmental accounting, auditing and financial reporting principles; reconciliation procedures; problem analysis and resolution techniques. Ability to: apply professional accounting theories and principles, GAAP and GAAS; interpret and analyze financial data; interpret federal and state regulations; establish and maintain effective working relationships with staff both internal and external to the organization; provide technical assistance and consultation concerning accounting procedures and processes. Skills in: effective oral and written communications; customer service.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or LKBJobs@dwd.wi.gov.

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

TRANSFER PROCESS: If you are a current classified employee in Wisconsin State Civil Service and your classification is in the same, counterpart or higher pay range of this position OR have reinstatement eligibility to such a position, please submit a resume and cover letter describing your qualifications as they relate to this position, and current classification and pay range to Alexandra Camarao; DWD/HRS; 201 E. Washington Ave; P.O. Box 7946; Madison, WI 53707-7946 or email to ACCJobs@dwd.wi.gov no later than 11:59 PM on the deadline date. We encourage you to verify your eligibility prior to applying as a transfer candidate; ineligible candidates will not be considered.